MANAGEMENT MEETING

Management should meet as rapidly as possible following the loss of processing capability to finalize the recovery plan and to assign recovery team leaders and assistance. The Director will be responsible for setting the time and location of the meeting. The objective of the meeting is to:

Determine the extent of the disaster and classify as to:

Class A: Downtime will be in excess of one week. Possible causes are fire, flood, earthquake, bombing, etc.

Class B: Downtime will be 24 hours or more. Possible causes are loss of electrical power, hardware failure and parts are not readily available, limited flooding, etc.

Class C: Downtime will be less than 24 hours.

DECIDE
- Do we have to get replacement hardware? If yes,
    - Activate IT Management Team
    - Activate Restoration Team(s)
- Will we have to use a backup site? If yes,
    - Activate Backup Site Team
    - Prioritize systems to be run
- Do we have to relocate? Temporary or permanent? If yes,
    - Activate IT Management Team
    - Activate Restoration Team(s)
- If none of the above—Activate necessary teams as required.

Assign disaster recovery team leaders and assistants (see Appendage B) with the following responsibilities:

- **IT Management Team**
  Responsible for all data processing functions required to restore our production capability. Duties include coordinating site relocation, replacement of hardware and use of backup sites.
- **ISDA Management Team**
  Responsible for deciding and arranging relocation sites and acquiring replacement hardware. Duties include site preparation and locating a source for replacement hardware.
- **Restoration Team**
  Responsible for restoring our production capability (on-site or relocated) as rapidly as possible.